



How to export a discussion forum

Overview:

This tutorial illustrates how to export discussion forum threads into HTML format, which can then be saved in PDF or other formats. This allows for offline reading of forum discussions and also allows instructors to save specific forum threads for future use. There are two options available:

1. Export an entire discussion
2. Export individual posts/threads

Export an entire discussion:

Process:

1. Open the Moodle course and click on the name of the existing forum for which you would like to export the discussions.
2. Choose the discussion for which you would like to export posts (this is the title of the post that has been made, listed on the left-hand side).
3. Once the discussion is open, a bright blue “Export whole discussion to portfolio” button appears at the top. Click this to export all pieces of the discussion. This opens the “Configure exported data” screen. From the dropdown menu, choose “HTML” or “HTML with attachments,” and then select the blue Next button,
 - a. Note: If there are image uploads or file attachments in the forum, “HTML with attachments” will be the only HTML choice.
4. Select “Continue” on the next page to confirm the export.
5. The HTML file will automatically download and named “discussion.html.” You can open it from your downloads folder.
 - a. Note: If the forum included attached files, the file will download as a .zip file named “portfolio-export.zip.” You will need to Extract or Expand the .zip file to see all attachments.
6. HTML files can be opened using the browser of your choice by double clicking the file name. Once open, you can print the file or save it as a PDF from the print menu (on most browsers/computers).

Export individual posts/threads:

1. Open the Moodle course and click on the name of the existing forum for which you would like to export the discussions.
2. Choose the discussion for which you would like to export posts (this is the title of the post that has been made, listed on the left-hand side).
3. Once the discussion is open, choose the individual post that you would like to export. At the bottom right-hand side, next to “reply,” choose “export to portfolio.”



- a. This exports only the single discussion post that you are on. Images or files attached to the post will also be downloaded; however, posts in the same thread (replies) will not be downloaded.
4. This opens the “Configure exported data” screen. From the dropdown menu, choose “HTML” or “HTML with attachments,” and then select the blue Next button,
 - a. Note: If there are image uploads or file attachments in the post, “HTML with attachments” will be the only HTML choice.
5. Select “Continue” on the next page to confirm the export.
6. The HTML file will automatically download and named “discussion.html.” You can open it from your downloads folder.
 - a. Note: If the forum included attached files, the file will download as a .zip file named “portfolio-export.zip.” You will need to Extract or Expand the .zip file to see all attachments.
7. HTML files can be opened using the browser of your choice by double clicking the file name. Once open, you can print the file or save it as a PDF from the print menu (on most browsers/computers).

Note: Students may only download their own posts, not those of their peers or instructors.

Image walkthrough:

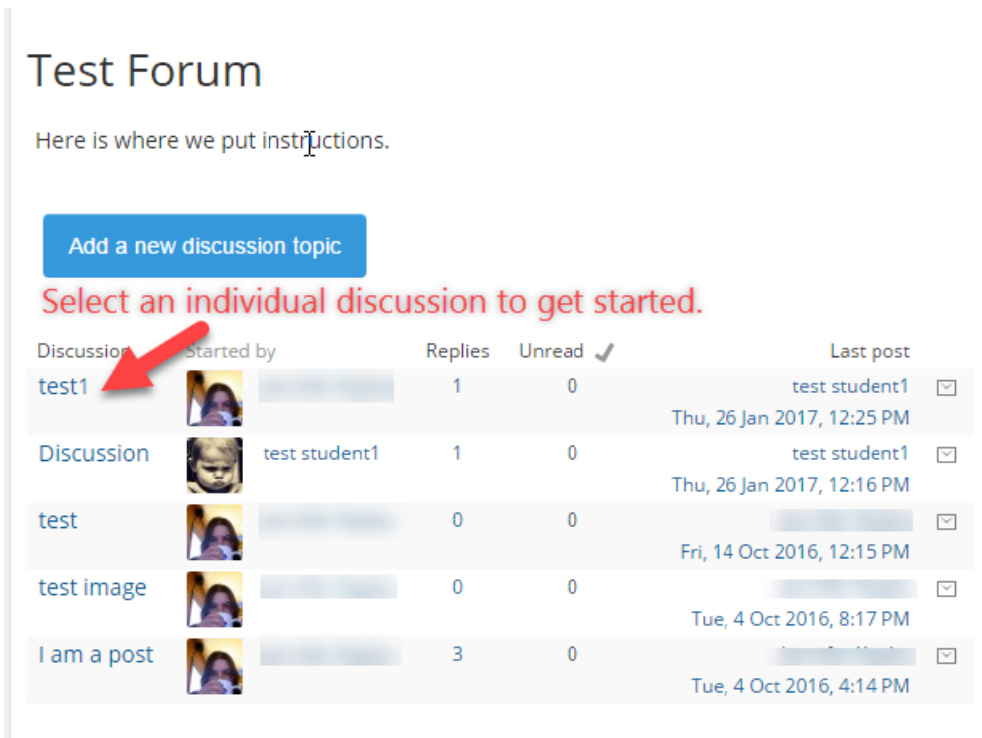


Image 1: Points to title of discussion (where to click to start the process)
(continued on next page)



Test Forum



test1 ☑ Subscribed

◀ Discussion

Choose Export Whole Discussion to download everything visible on this screen, including all file attachments.


[Export whole discussion to portfolio](#) Display replies in nested form ▼

Move this discussion to ... ▼ [Move](#)



 **test1**
by  - Friday, 14 October 2016, 12:15 PM

test1

Sum of ratings: - [Edit](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

 **Re: test1**
by test student1 - Thursday, 26 January 2017, 12:25 PM

test 14

 [lorumipsum.docx](#) 

Sum of ratings: - ▼ [Show parent](#) | [Edit](#) | [Split](#) | [Delete](#) | [Reply](#) | [Export to portfolio](#)

Choose Export to Portfolio to save only an individual post (and its attachments)

Image 2: Points to blue Export Whole Discussion button and Export to Portfolio link.